

## *Addendum 5/10/2023 for OTC 2022/2023 Academic Catalog LV*

*\*Page 72 (edit)*

### **Withdrawal/Cancellation of Training**

A student who withdraws or is withdrawn from Orion Technical College, will have the following institutional tuition refund policy applied:

- A student who withdraws from school within the first 2 calendar weeks of the term shall have all tuition charges for that term reversed.
- For **credit hour programs**, Orion Technical College, shall calculate a terminating student's tuition adjustment based upon the ratio of the remaining (incomplete) number of calendar days in the term to the total calendar days of the term times 95 percent. If a terminating student has completed sixty percent or more of a school period, the school is not required to refund tuition charges to the student.
- For **clock hour programs**, Orion Technical College, shall calculate a terminating student's tuition adjustment based upon the ratio of the remaining (incomplete) number of scheduled clock hours in the term to the total scheduled clock hours for the term times 95 percent. If a terminating student has completed sixty percent or more of a school period, the school is not required to refund tuition charges to the student.

Refunds shall be provided within 45 days following the date that Orion Technical College determines that the student withdrew if determined a refund is due. If a student withdraws from a term, they shall not be charged any fee or other monetary penalty for the term other than the tuition balance remaining after the adjustment calculation is performed as specified in this section.

*\*Page 76 (insert)*

### **INFORMATION CONCERNING STUDENTS WHO ARE CALLED TO MILITARY SERVICE**

It is possible that some students in the National Guard and Reserves may be called to active duty. This policy applies to:

1. Students who are called to active state or federal duty or,
2. A student who is the spouse of a member of the National Guard or US Armed Forces Reserve if the student and his/her spouse have a dependent child.

Orion Technical College recognizes and appreciates the important contributions made in service of our country by these men and women. In support of these students, Orion Technical College has developed the following options in accordance with Iowa Code 261.9(1)(g):

1. Withdraw the entire registration and 100% of the tuition and mandatory fees would be refunded.
2. If arrangements are made with the student's instructor and Campus President or Designee for grades or incompletes (to be made up later) his/her status would remain "active" and tuition and mandatory fees would be assessed in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be

assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

The option a student chooses obviously depends on the point in the session when the student is called to active duty. Financial aid is refunded in accordance with existing College and Federal policies for each of the above situations. Inquiries should be directed to the Financial Aid Director. These procedures do not apply to reservists who are fulfilling their annual two-week active duty.

***In addition to the above-mentioned policy, there are implications related to any financial aid a student may have through the various federal programs. The rules on these are not necessarily within the control of this institution. Consultation with the Financial Aid Director is advised as soon as convenient.***